

YOUTH SERVICES POLICY

Title: Placement in Psychiatric Facilities Next Annual Review Date: 01/04/2013	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.10
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References: La. Children's Code Art. 809 (B)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/04/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish procedures for psychiatric hospitalization of youth in YS custody.

III. APPLICABILITY:

Deputy Assistant Secretary - Community Based Services, Probation & Parole Program Manager/Juvenile, Probation & Parole Regional Managers/Juvenile and employees of Community Based Services.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice

Juvenile Electronic Tracking System (JETS) - the centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

Mental Health Advocacy Services (MHAS) – the legal department of the state Mental Health Services which provides representation to youth committed to psychiatric hospitals.

Physician's Emergency Certificate (PEC) – issued by a physician after examination of a youth who has been determined to be a danger to self or others.

Placing PPO/J - the assigned probation officer from the region where the placement originates.

Placing Region - the region from which a placement originates, usually the region where the youth's parent/guardian resides.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile).

Program Manager - Central Office CBS Program Manager responsible for implementation of placement procedures in non-secure residential facilities.

Regional Managers - Managers of the CBS offices located throughout the state.

Single Point of Entry (SPOE) – a unit within the local mental health clinic providing entry services to state psychiatric hospitals.

Supervising PPO/J - the probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

V. POLICY:

It is the Deputy Secretary's policy that placement of a youth in a psychiatric facility shall be based on need established through either a psychiatric evaluation or a Physician's Emergency Certificate (PEC).

VI. PROCEDURES:

- A. Once a PEC has been issued, psychiatric hospitalization does not require Central Office approval. After the need for psychiatric hospitalization is established, a referral shall be made by the supervising PPO/J to the local Mental Health Clinic's Single Point of Entry (SPOE) (Refer to <http://new.dhh.louisiana.gov/index.cfm/directory/category/17>) to determine if a bed is available in a state psychiatric hospital.
- B. If a bed is not available in a state psychiatric hospital, placement shall be secured in a private psychiatric hospital. (NOTE: Private psychiatric hospital placement is normally secured by the attending emergency room physician; however, in instances when a physician fails to secure the psychiatric placement it becomes the responsibility of the supervising PPO/J). The supervising PPO/J shall contact SPOE daily until placement has been secured in a state psychiatric hospital.

A narrative entry shall be made in the JETS case record by the PPO/J, detailing the date and time of the notification, the SPOE representative contacted, and a summary of the conversation.

- C. The supervising PPO/J shall accomplish by close of business on the work day following the youth's admission into a psychiatric hospital:
1. Notify the placing region;
 2. Notify the Central Office Program Manager;
 3. Update the transfer screen in JETS; and
 4. If placed in a private hospital, complete the Letter of Expectations in JETS and forward to the hospital administrator and Program Manager.
- D. The La. Children's Code Art. 809(B) requires notification of the youth's psychiatric hospitalization to the Mental Health Advocacy Service (MHAS) serving the parish in which the youth was committed to the Agency's custody. Notification prior to hospitalization is preferred.
- E. Within five (5) working days, the placing PPO/J shall complete the Mental Health Hospitalization Form in JETS and forward to MHAS (refer to www.louisiana.gov Online Services, Service Directory, Mental Health Advocacy Service for a list of the MHAS representatives) together with a copy of the recommendation for hospitalization.
- F. If the youth is already in a private psychiatric hospital at the time he enters YS custody, the placing PPO/J shall notify the Program Manager and contact SPOE to determine if a state bed is available no later than close of business on the following work day.

The placing PPO/J shall contact SPOE daily until placement has been secured in a state psychiatric hospital.

A narrative entry shall be made in the JETS case record, detailing the date and time of the notification, the SPOE representative contacted, and a summary of the conversation.

- G. The Program Manager shall negotiate a daily rate with the hospital prior to admission on any case which is classified as State Funded. Once a daily rate has been established, the Program Manager will give written approval to place the youth in the private hospital for up to 10 days.

- H. During the approved 10-day hospitalization, the placing PPO/J shall maintain daily contact with SPOE in order to transfer the youth to a state facility if a bed becomes available.
- I. Any extension of the youth's hospitalization beyond the initial 10 days must be approved by the Program Manager.

The PPO/J shall include the following in the request:

- 1. A copy of the psychiatric assessment completed upon admission;
 - 2. The diagnosis;
 - 3. An explanation as to why the extended hospitalization is therapeutically required; and
 - 4. The youth's anticipated discharge date.
- J. The PPO/J shall discharge the youth from the residential provider no more than five (5) days after the hospitalization.
 - K. Regional Managers are authorized to develop additional procedures necessary to implement this policy.

Previous Regulation/Policy Number: DYS 9.10

Previous Effective Date: 12/1/04

Attachments/References: